

# TOWN OF HUDSON

115 PARSONAGE STREET

HUDSON, IN 46747

TOWN COUNCIL MEETING

Date: January 26, 2016

CALL TO ORDER: President Rick Bailer called the Town Council meeting to order at 6:12 pm. Pledge of Allegiance.

ROLL CALL: Rick Bailer \_\_\_ Kathy Kope \_\_\_ Marlene Smith\_\_ Carla Olson, Clerk-Treasurer

Attendees: David Mann, Jennifer Dawson, Phil Dawson, Ed Miller, Joshua Odom, Rick Pharis

MINUTES: Minutes from Town Council Meeting on December 22 were read. Motion to approve by R. Bailer, 2<sup>nd</sup> by M. Smith. Minutes from January 21 special meeting were read. Motion to approve by K. Kope, 2<sup>nd</sup> by R. Bailer.

## FIRE DEPARTMENT:

1. 17 runs total for December
  - a. 11 medical and 6 fire
2. 5 people are attending the Fire 1 & 2 current modules in Orland. They also plan to continue with the follow-up modules which are scheduled throughout the remainder of 2016
3. Ashley has been on auto respond from time to time as several firefighters are out of town simultaneously leaving the town shorthanded in times of emergency
4. February 27<sup>th</sup> is the pancake breakfast and little league baseball sign-up
5. There have been several instances where townspeople have parked in front of the fire department bay doors to check their mail. This raises safety concerns should there be a fire call
6. The roofing near the main entry door to the front of the fire station lends to ice building up and causing issues. It will require salting in winter weather storms
7. There are some various agencies possibly offering donations that are pending
8. Fuel usage was 20 gal diesel and 13.2 gal gasoline

## MARSHAL:

1. 9 cases in December
2. 2 part-time deputy reserves are being looked into for employment, and getting them training
3. NEILECT membership is asked for from the Town Council. Cost would be \$70 for Marshal and \$25 each reserve/deputy, and includes some training enrollments and discounted enrollment on others
  - a. Approved by Town Council for all 3 to join, costs to come out of the LECE fund

## UTILITY DEPARTMENT:

1. See attached report. Topics covered:
  - a. Water Emergency Plan revisions made for 2016
  - b. Town Hall repairs necessary

## CLERK'S REPORT:

1. Expense Report submitted and approved by Town Council
2. Salem Fire contract:
  - a. Went down from \$8,000/year to \$4,000/year
  - b. Still on auto-respond during business hours
  - c. R. Bailer to hold the contract until a meeting can be made with Salem Township Trustee
  - d. County mutual aid voids the ability to invoice fuel and supply use

- e. C. Olson to contact Salem Township Trustee to inform her of our willingness to sign this contract with the understanding of the interest in meeting to discuss the future of the working relationship moving forward
3. K. Kope requested TIF end of 2015 balances showing expense & revenue from the TIF district

### **PLANNING COMMISSION REPORT:**

1. When the Town Code is newer than the County Code use the Town Code per town attorney
2. Planning Commission will begin reviewing zoning ordinances to update
3. Animal project status information relayed again from Planning Commission meeting

### **OLD BUSINESS:**

1. Salary Ordinance for 2016 had been tabled for further revisions. Kathy Kope provided a review of the evolution of the changes made
  - a. Changes were made as discussed in December including:
    - i. Trustee pay is 50% General fund, 25% from each Water and Waste funds
    - ii. Marshal pay will be \$17,524.00 leaving the other \$21,411.00 to be shared among reserve deputies when they are brought into employment
  - b. M. Smith asked if further clarification was needed for the wording in regards to the deputy pay being split between multiple people and not \$21,411 each. Town attorney stated that no further clarification was necessary
  - c. The issue came to vote and passed unanimously
  - d. This will replace the 2015 edition of the salary ordinance

### **NEW BUSINESS:**

1. Triad Engineering, Rick Pharis, was present to discuss some grant opportunities
  - a. Sewer system of Hudson
    - i. Planning Grant for sewer system study provides \$30,000 with 10% match from the town
    - ii. Would provide a plan for removing the septic tanks and switch to a collection system
    - iii. Many tanks are going to start needing replacement and costs for maintenance is \$100 per tank every 4 years (on rotating schedules with some being done each of 3 years and one year off before starting the cycle again)
  - b. New Community Center Grant status from years ago
    - i. Fire Station/Community Center (one or both together) plans were refused and the grant money returned when the construction costs tripled during the planning process
  - c. Missing February meeting for a major surgery
2. Choice Recovery is a debt collection agency that sent us information. Per the town attorney they keep a percentage of what is collected. More information needed before any decisions can be made
3. New computer for Clerk-Treasurer office is needed. Approved to spend no more than \$700 following motion by R. Bailer and 2<sup>nd</sup> by M. Smith.
4. Joshua Odom expressed interest in being the town webmaster. Motion by K. Kope, 2<sup>nd</sup> Rick Bailer
5. Phil Dawson inquired about the sheriff sale at 301 Main. No knowledge from Town Council

**ADJOURNMENT:** Motion made by M. Smith, seconded by K. Kope to adjourn. Meeting adjourned at \_\_\_\_\_ p.m.

Respectfully submitted  
Carla E. Olson  
Clerk-Treasurer

Approved:



R. Bailer  
President, Hudson Town Council



January 26 2016

## ***Hudson Utility Department Monthly Report***

**The water emergency contingency plan for the Town of Hudson has been revised for the fiscal year of 2016 and will need to have the council and clerk treasurer signatures.**

**The entry door at the former police garage attached to the town hall needs to be replaced. A 36x80 primed steel exterior door at a cost of 200.00 at Menards.**

**The concrete patch covering over an existing window on the north east side of the town hall is pulling away from the building. I am requesting to get a price quote from local contractors on repairs.**

ORDINANCE NO. 14- \_\_\_\_

ORDINANCE SETTING SALARIES AND WAGES OF THE OFFICERS AND  
EMPLOYEES FOR THE TOWN OF HUDSON, INDIANA  
AMENDED FOR THE YEAR 2016

BE IT ORDAINED by the Town Council of the Town of Hudson, Indiana:

Section 1. That from and after the first Sunday of January, 2016, the rates of pay for the Officers and Employees of the Town of Hudson, Indiana shall be fixed as follows:

OFFICERS AND EMPLOYEES	RATE OF PAY	PAY PERIOD
OFFICE OF THE TRUSTEE (Town Council) per Trustee Paid 50% Gen/ 25% Water/ 25% Waste	\$ 800.00	quarterly
OFFICE OF THE CLERK-TREASURER (to be paid equally from General/water/waste funds)	\$31,200.00	annually
SUPERVISOR UTILITY/STREET MVH/Water/Waste	\$37,116.00	annually
Part Time, STREET, WATER & WASTE DEPARTMENT Up to 20 hrs.	\$8.00	per hour
FIRE CHIEF	\$ 1500.00	annually
TOWN Marshal (part time)	\$17,524.00	annually
Deputies (part time)	\$21,411.00	annually

Section 2. BE IT FURTHER ORDAINED that the miscellaneous bonus/stipend shall not exceed \$400.00 per month, and that full time employees will adhere to the provisions of the Employee Ordinance.

PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016

\_\_\_\_\_  
Kathy Kope, , Town Council

\_\_\_\_\_  
Rick Bailer, Town Council

\_\_\_\_\_  
Marlene Smith, Town Council

Attest:

\_\_\_\_\_  
Carla Olson, Clerk-Treasure







CONTRACT

This agreement made and entered into this 1st day of January 2016. By and between HUDSON Volunteer Fire Department of SALEM TOWNSHIP, Steuben County, Indiana known as the first party, and SALEM TOWNSHIP, Steuben County, Indiana, known as the second Party.

WITNESSETH:

Whereas, said first party has heretofore duly organized as non-profit volunteer fire company having adequate fire fighting apparatus and equipment to serve towns as well as rural communities, which said fire apparatus and equipment is housed in HUDSON, Indiana.

Whereas, the second party does not have any fire fighting apparatus and equipment and/or adequate fire protection.

Now therefore, for and in consideration of said second party paying to said first party the sum of \$ 4,000 per year. Payable \$2,000 in JANUARY, 2016 and \$2,000 payable in AUGUST, 2016. The first party agrees to render and furnish to said second party and the residents therefore such fire protection as is reasonable and adequate under circumstances and to answer all calls and alarms of which it has knowledge or notice within the following area, situate being in SALEM TOWNSHIP, Steuben County, State of Indiana, to wit:

For the period of one year said first party is to furnish all necessary equipment and fire fighting apparatus, together with necessary manpower to adequately handle the same, to bear all risks and liabilities in fighting any and all fires that may be called upon to attend, or any accident or liability that may incur in going to or answering an alarm and making the return trip therefrom to carry such insurance as well save harmless the respective township and/or residents thereof from public liability resulting from any accident that may occur in fighting any such fire that may be called upon to attend.

That the first party agrees to give prompt and reasonable service in answering all calls and summons given it by residents of said SALEM TOWNSHIP in the area above described, and further agrees to be subject to call twenty-four hours a day, seven days a week.

It is further agreed by and between said respective parties hereto, that each shall comply with the law of the STATE OF INDIANA in regard to making such a contract of this nature and properly effectuate good fire protection.

In WITNESS WHEREOF the parties have hereto set their hands, in duplicate, the day, month, and year first above written.

HUDSON VOLUNTEER FIRE DEPT AND THE TOWN OF HUDSON

First Party: (Fire Dept) \_\_\_\_\_

Title: \_\_\_\_\_

TOWN OF HUDSON REPRESENTATIVE: \_\_\_\_\_

Title: \_\_\_\_\_

Second Party Marcia Boot W. Knott Trustee

ANNUAL CERTIFICATION OF ELECTED OFFICIAL TO THE EXECUTIVE OF THE TOWN OF HUDSON ON COMPLIANCE WITH TOWN NEPOTISM & CONTRACTING POLICY

I, Rick Bailer, the elected Town Council-President

Of the Town of Hudson, certify that I have not violated the Town of Hudson Contracting with a Unit Policy of IC 36-1-21, as amended or supplemented, relating to contracts of my relatives business interests with the Town of Hudson. I further certify that I have not violated the Town of Hudson Nepotism Policy in hiring and supervision of IC 36-1-20.2, as amended or supplemented, relating to my relative's employment with the Town of Hudson. I understand that Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Town Council prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 26 day of JANUARY, 2016.



Signature

RICK BAILER

Printed Name

ANNUAL CERTIFICATION OF ELECTED OFFICIAL TO THE EXECUTIVE OF THE TOWN OF HUDSON ON COMPLIANCE WITH TOWN NEPOTISM & CONTRACTING POLICY

I, Carla E. Olson, the elected Clerk-Treasurer

Of the Town of Hudson, certify that I have not violated the Town of Hudson Contracting with a Unit Policy of IC 36-1-21, as amended or supplemented, relating to contracts of my relatives business interests with the Town of Hudson. I further certify that I have not violated the Town of Hudson Nepotism Policy in hiring and supervision of IC 36-1-20.2, as amended or supplemented, relating to my relative's employment with the Town of Hudson. I understand that Relative means my spouse, parent or stepparent, child or stepchild, brother, sister, stepbrother, stepsister, niece, nephew, aunt, uncle, daughter-in-law or son-in-law (including half-bloods and adopted children). I intend for this to be submitted to the Town Council prior to the end of this calendar year.

I hereby verify under the penalty of perjury that the foregoing statements are true.

Dated this 26 day of January, 2016.

Carla E. Olson

Signature

Carla E. Olson

Printed Name

## Dangers of distracted driving

- | Distracted driving crashes killed more than 3,000 people and injured 416,000 in 2010.
- | Reaction time is delayed for a driver talking on a cell phone as much as it is for a driver who is legally drunk.
- | More texting leads to more crashes. With each additional 1 million text messages, fatalities from distracted driving rose more than 75%.
- | People under the age of 20 are involved in more fatal crashes due to distractions than any other age group.
- | Studies show that drivers who send or receive text messages focus their attention away from the road for an average of 4.6 seconds. At 55 mph, this is equivalent to driving the length of a football field blindfolded!

## Healthier Workers Safer Workplaces A Stronger America.

"It is well recognized that texting while driving dramatically increases the risk of a motor vehicle injury or fatality. We are asking employers to send a clear message to workers and supervisors that your company neither requires nor condones texting while driving."

David Michaels, PhD, MPH  
Assistant Secretary  
Occupational Safety and  
Health Administration

If you have questions or need more information,  
contact OSHA at 1-800-321-OSHA (6742).  
TTY 1-877-889-5627.



# DISTRACTED DRIVING!

MORE WORKERS  
ARE KILLED  
EVERY YEAR IN  
MOTOR VEHICLE  
CRASHES THAN ANY  
OTHER CAUSE.

Businesses can  
help solve this  
big problem.



## Workers' safety is your business

Texting while driving puts millions of Americans who drive on the job at risk every day. That risk continues to grow as texting becomes more widespread.

**As a business owner or manager, it's your legal responsibility under the *Occupational Safety and Health Act* to safeguard drivers at work.**

This holds true whether they drive full-time or only occasionally to carry out their work, and whether they drive a company vehicle or their own. When your workers are behind the wheel doing your company's work, their safety is your business.

That's why the Occupational Safety and Health Administration (OSHA), which enforces worker safety laws, has joined with the Transportation Department, other Labor Department agencies and key associations and organizations to enlist the help and cooperation of businesses – large and small – in a nationwide outreach, education, and enforcement effort to stop the dangerous practice of texting while driving.

OSHA is prepared to act quickly. When OSHA receives a credible complaint that an employer requires texting while driving or organizes work so that texting is a practical necessity, we will investigate and will issue citations and penalties where necessary to end this practice.

## Safety at work is no accident

Building a workplace culture of safety requires clear, explicit policies and sound practices. Send a clear message to workers and supervisors that your company neither requires nor condones texting while driving.

### Employers should:

- Prohibit texting while driving. OSHA encourages employers to declare their vehicles "text-free zones" and to emphasize that commitment to their workers, customers, and communities.
- Establish work procedures and rules that do not make it necessary for workers to text while driving in order to carry out their duties.
- Set up clear procedures, times, and places for drivers' safe use of texting and other technologies for communicating with managers, customers, and others.
- Incorporate safe communications practices into worker orientation and training.
- Eliminate financial and other incentive systems that encourage workers to text while driving.

## How OSHA helps

OSHA's distracted driving web page ([www.osha.gov/distracted-driving/index.html](http://www.osha.gov/distracted-driving/index.html)) provides useful resources, including:

- a model policy to use or adapt for your business
- information about how employers are combating this hazard
- research findings
- educational materials

The U.S. Department of Transportation website ([www.distraction.gov](http://www.distraction.gov)) provides updates and information on the national campaign to prevent distracted driving.

### Additional assistance

- OSHA's consultation program can help small and medium-sized businesses, at no cost, keep workers safe by providing:
- free and confidential advice
  - on-site consultation
  - assistance with identifying workplace hazards
  - advice on compliance with OSHA standards
  - assistance with safety and health programs

To learn more about how OSHA can help, visit [www.OSHA.gov](http://www.OSHA.gov) or call OSHA at 1-800-321-OSHA (6742). TTY 1-877-889-5627.



**Town of Hudson**



P.O. Box 97  
115 Parsonage Street  
Hudson, Indiana 46747-0097

(260) 587-9500 Telephone  
(260) 587-3504 Fax

[treasurer@hudsontown.org](mailto:treasurer@hudsontown.org)

Visit the Hudson Web Page: [www.hudsontown.org](http://www.hudsontown.org)

January 11, 2016

Employee of the Town of Hudson

Dear Employee::

The Occupational Safety and Health Administration ask that all employees, whether full-time or part-time, be advised of risks associated with distracted driving.

Once you have reviewed the attached copy of the OSHA Distracted Driving: No Texting pamphlet please sign and date this letter in the provided area. This will acknowledge receipt of the above information. The letter will be placed in your personnel file. Extra copies are always available to you during normal business hours of the Town Hall.

Received on: 1-26-16

By: R. B. Olson

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Carla E. Olson".

Carla E. Olson  
Clerk-Treasurer  
Town of Hudson

**Town of Hudson**



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Received on: 1-26-16

By: Katey Kope

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Carla E. Olson".

Carla E. Olson  
Clerk-Treasurer  
Town of Hudson



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Received on: 1-26-16

By: Marlene Smith

Thank you.

Sincerely,

Carla E. Olson  
Clerk-Treasurer  
Town of Hudson

**Town of Hudson**



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By: Carla E. Olson

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Carla E. Olson  
Clerk-Treasurer  
Town of Hudson